



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Recreation Supervisor II

RECRUITMENT NUMBER: 05-342

SALARY: \$3,596.25 - \$4,371.27/ MONTHLY
FILING DEADLINE: 5 PM, FRIDAY, SEPTEMBER 23, 2005

POSITION SUMMARY

This position will perform professional recreation and community service work in planning, organizing, promoting, supervising, and conducting year round city recreation center or community services programs involving athletics, community centers, playgrounds, after-school sites, senior citizens, special events, or physically and developmentally challenged, perform the duties of the Recreation Supervisor III in their absence; and performs other related work as required. This position will receive a 3% cost of living adjustment (COLA) in January 2006. There are a total of two positions immediately available in the youth athletics and community centers areas. **This position may be required to work evening, nights, weekends and holidays.**

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following: Act as the Recreation Supervisor III in the absence of the Recreation Supervisor III; plan, organize, and direct one or more of the following programs; special interest classes, special events, athletics, community centers, playgrounds, therapeutics, cultural arts or senior citizens; select, schedule, supervise and evaluate subordinate staff, contractual instructors and volunteers; plan and conduct staff training; act as a liaison with area schools and other community groups and organizations; prepare and monitor budget for assigned center or program, order, pick-up, and deliver supplies; ensure adequate supply inventory; provide assistance for Capital Improvement Projects and design development of new recreational facilities; attend pertinent meetings during the planning and construction phases of the project plan; review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as appropriate; evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives; develop and monitor performance measures; maintain center records and prepare necessary reports; monitor work activities to ensure compliance within established policies and procedures; instruct staff on proper work and safety procedures and ensure compliance; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; evaluate community recreational needs and requirements; interpret the City recreation and community service programs to the public both on-site and at various community events; enter into agreements for facility rental and programs; conduct facility safety inspections and establish and enforce safety participation standards to protect spectators and participants; coordinate and implement center program and City wide events; develop publicity materials and website information; establish program fees for the use of recreation facilities by users; collect and account for monies received; perform related duties as assigned.

QUALIFICATIONS

Education, Training and Experience: Equivalent to a Bachelor's degree from an accredited college with major course work in recreation, physical education, or a related field and at least three years of responsible experience in recreation related programs preferably full-time in a municipal setting.

Knowledge, Skills and Abilities: Knowledge of: Objectives and methods of planning, organizing, directing, and evaluating recreation and community service programs; rules and skills involved in a variety of recreational and community service activities, principles and practices of supervision, training and performance evaluations; principles of budget preparation, monitoring and administration; pertinent local, State and Federal laws, ordinances and rules; principles and practices of conflict resolution; English usage, spelling, grammar; computer equipment and software applications related to assignment. Ability to: Enlist staff interest, participation, and support of children and adults; obtain necessary licenses and/or certifications for specialized recreational programs (such as therapeutics, gerontology, outdoor leader, etc.) prepare and present written and oral reports and presentations to interested community groups; interpret and explain pertinent City and department policies and procedures; plan, assign, direct and supervise the work of subordinates; train, motivate, and evaluate assigned staff; work varying schedules including evenings, weekends, and holidays; operate computer equipment and software applications related to assignment; work independently within broad parameters; exercise sound judgment and decision-making; operate computer equipment and software applications related to assignment; communicate clearly and concisely, both orally and in writing.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, stand, bend, crouch or stoop for varying periods of time. Must be able to travel to various city locations to attend meetings, evaluate programs and staff; sit for prolonged periods of time at meetings or events. Use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; perform physical activities on a continual basis; possess sufficient strength and stamina to lift and manipulate recreational equipment, materials and supplies; possess visual ability sufficient to operate recreational equipment, vehicles under daylight and evening conditions; lift or carry weight of 50 pounds or less. Communicate in person and use telephone. See in the normal range with or without correction; hear in the normal range with or without correction.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application by **5:00 p.m., Friday, September 23, 2005**. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

The above salary does not reflect a 1.92% reduction that coincides with the Work Furlough Program (see reverse).

Assigned Staff: Cleve Jacobs(619) 585-5743, cjacobs.chula-vista.ca.us • Published:8/22/05
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095

